

**COMMITTEE OF OCCUPATIONAL THERAPY**  
**MINUTES**

DATE: May 6, 2005

TIME: 1:20 p.m. C.D.T.

LOCATION: Tennessee Room  
Ground Floor, Cordell Hull Building  
425 Fifth Avenue North  
Nashville, TN 37247-1010

MEMBERS PRESENT: Anne Brown, Chair  
Susan McFadden  
Susan Pech, Secretary

MEMBERS ABSENT: Camelia Williams  
Robbie Bell. Ex Officio

STAFF PRESENT: Marva Swann, Unit Director  
Mary V. Webb, Board Administrator  
Nicole Armstrong, Advisory Attorney  
Jerry Kosten, Regulations Manager  
Lea Ann Phelps, Rules Coordinator

With a quorum being present, Ms. Brown called the meeting to order at 1:20 p.m.

**Office of General Counsel**

Ms. Armstrong advised the Committee of the Conflict of Interest policy and for anyone who had not signed a form to please do so.

Ms. Armstrong presented the OGC report which stated that the Office of General Counsel currently has one open case which involves an Occupational Therapists Assistant.

## Administrative Reports

Ms. Webb presented the following statistical information:

<b>OT</b>	<b>OTA</b>
Active Licensees – 1572	Active Licensees – 737
Retired Licensees – 374	Retired Licensees – 118
Failed to Renew – 966	Failed to Renew – 297

<i>Performance Measure</i>	<i>Goal</i>	<i>2<sup>nd</sup> Qtr. Avg.</i>	<i>1<sup>st</sup> Qtr Avg.</i>
Renewal Processing Time	14 days	2.8 – OT 2.7 – OTA	8.00 – OT 8.63 – OTA
Application Processing Time	100 days	30.1 – OT 63.2 – OTA	62.72 – OT 36.64 – OTA

## Financial Report

Ms. Webb presented the financial report which indicated that the Committee had a cumulative projected surplus as of June 30, 2004, \$478,667.84.

## Legislation

Jerry Kosten, Regulations Manger presented a roll call vote for the rulemaking hearing held on April 18, 2005 regarding:

Criminal background checks for all new applicants. All board members present voted by saying “aye”. A motion was made by Ms. McFadden and seconded by Ms. Pech to adopt the new rule. The motion carried.

The rulemaking hearing for August 2, 2005 was deferred until the AOTA makes available their new guidelines.

The Committee would like for the Board to consider authorizing a rulemaking hearing to decrease the license fee.

## Minutes

A motion was made by Ms. McFadden and seconded by Ms. Pech to accept the for the February 2005 board meeting minutes as amended. The motion carried.

## **Applicant Interviews/File Reviews**

Kathryn Arnold - A motion was made by Ms. McFadden and seconded by Ms. Pech to issue Ms. Arnold a go to work letter, however, request that she contact TNPAP for an evaluation. The motion carried.

## **Modality Course Approval Requests –**

ARS – A motion was made by Ms. Pech and seconded by Ms. McFadden to approve the modality course for ARS. The motion carried.

PAMPCA – A motion was made by Ms. McFadden and seconded by Ms. Pech to defer PAMPCA modalities certification because it did not meet all of the PAMS requirements.

## **Discussion**

Board Chair, Anne Brown introduced Yvette Hachtel, OT Board Consultant to the Committee. Ms. Hachtel told the board that she would make available any pertinent information to the committee. She also explained to the committee about some of the legislation that is pending right now.

Continued Competence Requirements - Nicole Armstrong reported that the continued competence requirements have been approved and letters will be sent to all licensees.

Consumer Brochure – Has been deferred until further notice.

Newsletters – Will be finalized and mailed to all active licensees before the end of summer.

Reporting Final Disciplinary Actions To NBCOT - HRB Director Robbie Bell will send to Shaun Conway a monthly press release. She would also check to see if NBCOT could be added onto the recipient list.

## **Office of Investigations**

Disciplinary Report - There is currently one occupational Therapist and two Occupational Therapists Assistants being monitored.

Investigative Report – There is currently one open complaint in the Office of Investigations.

### **Ratifications**

A motion was made by Ms. McFadden and seconded by Ms. Pech to approve the newly licensed and reinstated Occupational Therapists and Occupational Therapy Assistants and modalities certifications. The motion carried.

### **Adjournment**

There being no further business, the meeting was adjourned at 4:05 p.m.